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FEB Memorandum 97-43, February 6, 1997

To: All FEB Members

From: Jack Ratcliffe
       Executive Director

Subject: Satellite & Desktop Video Conferencing

Distance learning and video conferencing technologies are expanding everyday. (The lady in the bunny-slippers in the MCI commercial <u>will</u> be video conferencing by summer.) They are cost-efficient means of enhancing employee learning and team communication, even when the team is separated by miles or time zones.

This FEB has been moderately active compared to our counterparts in taking advantage of this technology. We plan to accelerate our activity. The first step in that plan is the survey included with this memo.

We would like to learn who among you has satellite and/or video conferencing capability. We would like to know if you can share that technology with other local FEB agencies. We do understand that some members may have restrictions that make lending the capability impractical, but that is not generally the case. In fact, we believe making your capability available to others will enhance arguments for keeping, if not upgrading, existing equipment.

Please complete the attached survey forms and return them to the FEB by mail or by fax. The address and fax number are above. Only positive responses are requested. We would like to have the responses <u>by March 3.</u> Please complete additional sheets for each video conference setup, if there is more than one in your organization.

We hope to produce a multi-site FEB video conference in September 1997. We need the information requested in the survey to start the planning process.

Thanks for your continued cooperation and support.

DESKTOP VIDEO CONFERENCING (DVC) SURVEY

A) DVC User

1. Name of Person: _____

2. Title: _____

3. Agency: _____

4. Address: _____

   _____

5. Phone Number: _____

6. Fax Number: _____

7. Email Address: _____

B) DVC System

1. System Type (i.e. PictureTel PCS100)?_____

2. H.320 Standard Compliant? _____

3. Application Sharing Available?_____

4. Number of ISDN BRI Lines? _____

5. Signal Protocol Identifier (SPIDs) Numbers (both B Channels)

   BRI #1 _____, and _____

   BRI #2 _____, and _____

   BRI #3 _____, and _____

If more than 3 BRI's, please list the additional SPIDs on the reverse side of this form..

ROOM CONFERENCING TECHNOLOGY SURVEY

A) SATELLITE SYSTEM

1. Analog or Digital? _____

2. Steerable or Fixed Antenna? _____

3. If fixed, Satellite Name and transponder #? _____

4. C Band, KU Band or both? _____

5. Uplink, Downlink or both? _____

6. VCR Broadcast Recording? _____

7. Quantity of Monitor(s) and size? _____

8. Studio Access? _____

9. Satellite/Video Conferencing Multi-point Bridging? _____

B) Video Conferencing System

1. System Type (i.e. PictureTel Concorde) _____

2. H.320 Standards Compliant? _____

3. ISDN PRI or BRI? _____

4. If ISDN BRI, # of Lines? _____

5. Multi-point Control Unit (Bridge)? _____

6. Connected Computer? _____

7. White Board/Light Pen? _____

8. Document Scanner? _____

9. Document Camera? _____

10. Additional Accessories? _____

C) Room Description

1. Cable TV? _____

2. Internet Access? _____

3. Seating Capacity _____

4. Overhead Projector? _____

5. Additional Accessories _____

_____

_____

D) Point Of Contact Person

Name: _____

Title: _____

Agency: _____

Address: _____

_____

Phone Number: _____

Fax Number: _____

Email Address: _____